

**Mayor**

J.R. "Rudy" Burgess

**Vice Mayor**

Ronald Coleman

**Council Members**

Beverley Dalton

Jay Higginbotham

Michael Mattox

William Ferguson

Charles Edwards

Altavista Town Council  
March 13, 2012 Regular Meeting Agenda  
7:00 p.m. - J.R. "Rudy" Burgess Town Hall

**ALL CELLPHONES AND ELECTRONIC DEVICES ARE TO BE SILENCED OR TURNED OFF IN COUNCIL CHAMBERS.**

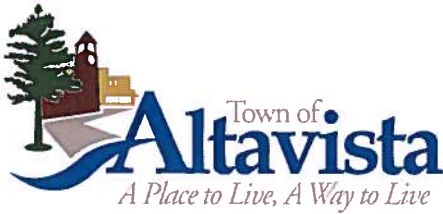
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6:45 P.M. Finance Committee

**Regular Council Meeting (7:00 p.m.)**

- 1) **Call to Order**
- 2) **Invocation**
- 3) **Approval of Minutes – (Tab 2)**
- 4) **Review of Invoices –(Tab 3)**
- 5) **Financial Statements (Tab 4)**  

Revenue Report FebruaryExpenditure Report February
- 6) **PUBLIC COMMENT PERIOD:** Notes on Comment Period – Each speaker is asked to limit comments to 3 minutes and the total period for all speakers will be 15 minutes or less. Council is very interested in hearing your concerns; however speakers should not expect Council action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate town officials or staff and may be scheduled for a future agenda. Thank you for your consideration of the Town Council, staff and other speakers.
- 7) **SPECIAL ITEMS OR RECOGNITIONS (Tab 5) (5 minutes)**
  - AVOCA's Annual Report (Frank Murray)
- 8) **PUBLIC INPUT SESSION**
  - a) Proposed "Tobacco Free Policy" for Recreational Properties and Facilities (Tab 6)  
(Estimated Time: 20 minutes)
- 9) **STANDING COMMITTEE/COMMISSION/BOARD REPORTS (Tab 7) (Estimated Time: 10 minutes)**
  - a) Council Committees
    - i) Finance Committee (Coleman)
    - ii) Police Committee (Mattox)
    - iii) Public Works Committee (Ferguson)
    - iv) Utility Committee (Dalton)
    - v) PCB Remediation Alternatives Committee (Higginbotham)
  - b) Others



10) **NEW BUSINESS** (Tab 8) (Estimated Time: 25 minutes)

- a) Altavista On Track's Request – Cruise In Events (Herb Miller, AOT)
- b) Adoption of Campbell County All Hazards All Disciplines Plan (EOP)
- c) Recreation Committee Appointment Consideration

11) **UNFINISHED BUSINESS** (Tab 9) (Estimated Time: 10 minutes)

12) **MANAGER's REPORT** (Estimated Time: 5 minutes )

- a) Project Updates (Tab 10)
- b) Reports (Tab 11)
  - i) Departmental
  - ii) Others
- c) Other Items as Necessary
- d) Informational Items (Tab 12)

13) **Matters from Town Council**

14) **CLOSED SESSION** – If one is called, the General Statute(s) allowing the Closed Session will be cited in the motion.

15) **Adjournment**

Notice to comply with Americans with Disabilities Act: Special assistance is available for disabled persons addressing Town Council. Efforts will be made to provide adaptations or accommodations based on individual needs of qualified individuals with disability, provided that reasonable advance notification has been received by the Town Clerk's Office. For assistance, please contact the Town Clerk's Office, Town of Altavista, 510 Seventh Street, Altavista, VA 24517 or by calling (434) 369-5001.

*Thank you for taking the time to participate in your Town Council meeting. The Mayor and Members of Council invite and encourage you to attend whenever possible because good government depends on the interest and involvement of citizens.*

# **TOWN COUNCIL AGENDA**

**The agenda items listed below are not part of the scanned agenda and may be viewed at Town Hall during normal business hours:**

- 3) Minutes**
- 4) Check Register**
- 5) Financial Reports**
  - \* Revenue Report**
  - \* Expenditure Report**

**All other items are included below.**

## Town Council Agenda Form

**Agenda Placement: Special Items or Recognitions**

(Public Hearings, Special Presentations, Requests & Communications, Consent, Unfinished, New Business, Closed Session)

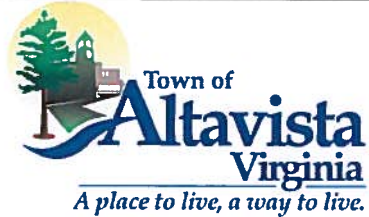
**Other Action to be Taken: N/A**

(N/A; For Information Only; Forward to Planning Commission; Refer to Staff; or Defer Action)

**Subject Title: AVOCA's Annual Report**

Presenter(s): Frank Murray

Meeting Date: March 9, 2013



**Packet: Tab 5**

**RE: Agenda Item: 7**

### SUBJECT HIGHLIGHTS:

Frank Murray, Director of AVOCA Museum, will present the 2011 Annual Report.

**Attachments:** Report is included with your agenda packet

### Staff recommendation, if applicable:

Staff Recommendation: Accept report

### Action(s) requested or suggested motion(s):

*Accept Annual Report*

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## Town Council Agenda Form

### Agenda Placement: **Public Input Session**

(Public Hearings, Special Presentations, Requests & Communications, Consent, Unfinished, New Business, Closed Session)

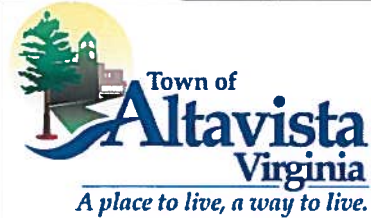
### Other Action to be Taken: **N/A**

(N/A; For Information Only; Forward to Planning Commission; Refer to Staff; or Defer Action)

### Subject Title: **Tobacco Free Policy for Recreation Property/Facilities**

Presenter(s): Town Manager

Meeting Date: March 13, 2012



**Packet: Tab 6**

**RE: Agenda Item: 8a**

### SUBJECT HIGHLIGHTS:

**PUBLIC INPUT SESSION:** The Altavista Town Council has scheduled this Public Input Session to hear from citizens in regard to a recommendation that the Town consider a policy that would ask individuals to refrain from the use of tobacco products during the use or visitation of the Town's park properties/facilities.

### Background

The Altavista Recreation Committee had previously received several complaints in regard to tobacco use on Town owned recreation property/facilities and were asked to look into the potential of a policy to address the issue. The Committee asked Town staff to research the issue and report back to the Committee. Staff reported back to the committee as to what other localities had adopted. It was recommended that if the Committee would like to move forward to do so with a policy rather than an ordinance. The Committee feels that this action would promote healthy living and community wellness (a goal of our recreation areas); deal with harmful secondhand smoke; reduce cigarette/tobacco related litter; and change community norms in regard to use of tobacco, especially for our young people. The attached policy was drafted for the Committee's review and they have recommended it to the Altavista Town Council for their consideration. Due to Virginia's limit on local government authority under the Dillon Rule, the Town may adopt a policy that is voluntary but not one that would ban tobacco use. Arlington County has implemented a smoke-free initiative in their parks (article attached).

Tonight's public input session will provide the Council an opportunity to hear from the citizens regarding the proposed policy. Following the public input session, Council can direct staff as to the preferred direction.

ATTACHMENTS: Proposed Policy; Email correspondence regarding opinion on proposed policy; Correspondence from Town Attorney; News article regarding Arlington County smoke-free initiative

**PROCEDURE:**

- 1) Mayor Opens Public Input Session
- 2) Report by Staff/Consultant
- 3) Public Input Session
- 4) Questions/Discussion from/among the Council members

<b>Staff recommendation, if applicable:</b>
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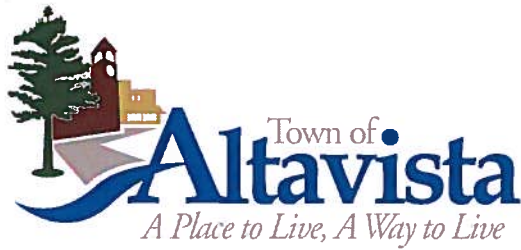
Conduct the required Public Input Session on the proposed policy.

Following discussion, direct staff as to what, if any, direction they would like to see regarding the policy.

<b>Action(s) requested or suggested motion(s):</b>
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Per Discussion

**DRAFT**



**TOWN OF ALTAVISTA  
Altavista, Virginia**

**SUBJECT**

**Town Parks and Open Space Tobacco-Free Policy**

**POLICY STATEMENT**

The Town of Altavista is committed to the quality of life for all residents, therefore we believe that:

1. Tobacco product use in the proximity of children, youth and adults engaging in or watching recreational activities is unhealthy and detrimental to the health of others.
2. Tobacco products once consumed in public spaces are often discarded on the ground, thus posing a risk of ingestion to toddlers and causing a litter problem.
3. As parents, leaders, coaches and officials we are thought of as role models, and the use of tobacco products around youth has a negative effect on their lifestyle choices.

**TOBACCO-FREE FACILITIES**

The Town of Altavista does not allow the use of tobacco products on Town-owned parkland, park facilities, or open space except within the confines of a vehicle in a designated parking area.

**COMPLIANCE PROCEDURES**

The emphasis on enforcing the Tobacco-free park policy is through voluntary compliance:

1. Appropriate Town-owned parkland, park facilities, or open space will be signed.
2. Town of Altavista staff will meet with activity organizations and/or leaders or coaches to discuss the policy and to distribute flyers with the "Tobacco-free" regulations.
3. Town of Altavista staff will make periodic observations of activity sites to monitor compliance and help to promote awareness of the tobacco-free policy.

Policy Adoption Date:

**From:** craig906 [<mailto:craig906@comcast.net>]  
**Sent:** Monday, February 27, 2012 11:32 AM  
**To:** Cheryl Dudley  
**Subject:** Tobacco Free Policy

Bad idea.

States an infringement on freedom of will. Even tough I am a non-smoker, the new policy will certainly infringe on the freedom rights stated in the Constitution and the Bill of Rights. As a Town, you must provide an "open-air area" outside the confines of automobiles in a designated parking area. You must also provide a waste container for refuse. The Town must place a littering sign with a fine attached if the area is misused.

#3 in your Policy Statement is a misrepresented statement of the few on to many. You could also make the statement that being around gay people has a negative effect on their (youth) lifestyle choices. Both are illegal and draconian statements.

Craig Amo  
906 Broad Street  
Altavista, VA 24517  
Cell: (434) 485-6121



LAW OFFICES OF  
**J. JOHNSON ELLER, JR.**  
P. O. BOX 209  
ALTAVISTA, VIRGINIA 24517  
—  
TELEPHONE (434) 369-5661  
FAX (434) 369-5663  
ELLAWS@AOL.COM

March 9, 2012

Mr. J. W. Coggsdale, III  
Town Manager  
Town of Altavista  
P. O. Box 420  
Altavista, VA 24517

**Re: Town Tobacco Policy**

Dear Waverly:

I have reviewed the tobacco policy statement and offer the following comments. I certainly agree with the concerns expressed in the policy and I also agree that it is worthwhile for the town to express them in the form of a policy.

However, in going forward we must keep in mind the fact that the town is without statutory authority to enforce regulations on the outdoor use of tobacco. The Virginia Code provides localities with authority for regulation of smoking only as to indoor areas as provided in the Virginia Indoor Clean Air Act (Sec. 15.2-2800 et seq) the name of which speaks for itself. As I think council members are aware, the "Dillon Rule" limits the powers of localities in Virginia to those specifically conferred by statute or that can be reasonably implied.

Without a specific statute granting authority as to outdoor smoking, the only implied power the town would have would be derived from our general grant in the Town Charter of the "police power" to protect the public health, safety and welfare. For a ban based on the police power to stand up we would have to prove a clear nexus between smoking outdoors and health. While I won't say it is impossible, I doubt that we could prove a clear connection except in tightly confined areas, maybe, and the effort to do so would be very expensive, involving expert witnesses, etc.

Thus, any outdoor regulation must be framed as a request. The Committee was aware of the limits on the town's authority and that is why the policy is based on voluntary compliance. Our policy is written with reasons demonstrating health and other reasons to help convince the smokers among the citizenry to cooperate. However, I think the policy as written might be too broad to gain wide citizen cooperation and a policy that is broadly ignored would be worse than none.

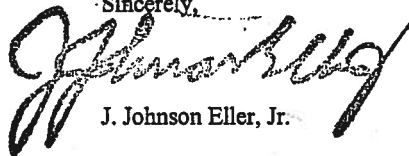
Mr. J. W. Coggsdale, III  
Page 2  
March 9, 2012

A request to confine smoking to at least 50 feet away from areas where people congregate would be more reasonable because it does not prevent the smokers from enjoying the park as long as it does not interfere with the non-smokers. You have found that Arlington County has a voluntary 50 foot rule and theirs is set up in a way that would be a good model for us.

Thus, I conclude that, even though the Town does not have the statutory authority to ban smoking it can lawfully institute a policy that requests that citizens confine their smoking to areas away from where people, especially children, congregate.

I think that once the issue is discussed on Tuesday night that we will be able to formulate a specific policy and when that is done a formal public hearing should be held so that there will be no question as to the public having been informed.

Sincerely,

A handwritten signature in dark ink, appearing to read "J. Johnson Eller, Jr.", written in a cursive style.

J. Johnson Eller, Jr.

# Arlington County Formally Kicks Off Smoke-Free Parks Initiative

County: Effort aimed to promote positive role models, reduce exposure to second-hand smoke.

- November 17, 2011



Arlington County officially kicked off its Smoke-Free Parks Initiative at Bon Air Park on Lexington Street on Thursday.

The effort asks park visitors not to smoke within 50 feet of areas where people congregate -- ball fields, pavilions or playgrounds, for instance. Signs asking people to "please" not smoke will be installed in all county parks; many already are in place.

"The community values are what we think will drive the message about being respectful of other users of the park," said Dinesh Tiwari, director of the county Department of Parks, Recreation and Cultural Resources.

Because of the Dillon Rule, which limits the authority of cities and counties to regulate only what the state allows, Arlington County cannot outright ban smoking in public parks. Further, the state law regulating indoor smoking **prohibits localities from enacting any laws that are more stringent than what the General Assembly has approved.**

"We're just asking for voluntary cooperation," said Caroline Temmermand, chief of the county Parks and Natural Resources Division. "I think it's going to work out tremendously well."

County Board member Walter Tejada, who has been a driving force behind the initiative since 2008, was ill and unable to attend Thursday's event. County Board Chairman Chris Zimmerman praised Tejada as "a champion to rid us of the bane of smoking."

"To the extent possible, it's important for us to do our part to protect people from this health hazard," Zimmerman said.

Aside from public health concerns, the county hopes its initiative will reduce litter and cut back on fire hazards. The initiative also aims promote positive role models, Zimmerman said, adding that the more children see adults smoking, the more likely they are to start smoking.

The county is asking people to take pictures of themselves next to the smoke-free signs and [post them on the Parks and Recreation Department's Facebook page](#). Zimmerman further asked residents to distribute those pictures on neighborhood listserves.

"I would say anything you can do to promote this is good," Zimmerman said. "The more we get the word out across the community, the better."

Kennan Caldwell, the American Cancer Society's Virginia state director of government relations, and Democratic Del. Patrick Hope said Arlington and Northern Virginia are leading the rest of the state when it comes to combating smoking.

"Arlington is leading the way," Hope said. "Hopefully, kids will see it, adults will see it, and they'll realize there are fewer people smoking."

Thursday's event coincides with the 36th annual Great American Smokeout. Originally developed as a day to encourage people to quit smoking, it now gives the American Cancer Society and other groups the opportunity to talk about policy issues, Caldwell said.



## FINANCE COMMITTEE REPORT



The Finance Committee met on Tuesday, March 6, 2012 to discuss items that had been placed on their agenda. The following items are submitted for Council's consideration:

### I: Budget Amendments

The Committee was presented with two budget amendments totaling \$1,666,400. The amendments include \$1,352,300 transferred from the Enterprise Fund Reserves and \$214,100 transferred from the General Fund Reserves for payoff of the Carter Bank Bond and the Suntrust Bond. The Committee recommends that the budget amendments in accordance with past Council action be adopted as presented.

#### **POSSIBLE MOTION/ACTION:**

*"I move that the attached budget amendments in the amount of \$1,666,400 be approved".*

### II: Line of Duty Act (LODA) benefit

The Line of Duty Act (LODA) was created to provide public safety personnel (firefighters, police and rescue squad personnel) with financial assistance in the event of a death or disability associated with job duties. Previously, this program was funded entirely by the Commonwealth of Virginia, but the General Assembly has chosen to shift the expense to localities (unfunded mandate). Per the attached memorandum, staff has evaluated the Town's options in regard to providing this benefit. Local governments have the option to remain in the state's program, VRS or to "opt out" and offer the benefit through a VML Insurance Program. Based on the costs, staff recommended that the Town adopt the attached resolution "opting out" of the VRS program and participating in the VML program. The Committee recommends following staff's recommendation.

**POSSIBLE MOTION/ACTION:** *"I move that the resolution "opting out" of the VRS Line of Duty Act program be approved and that the Town participate in the VML program."*

### III: FY2013 Budget Information

The Finance Committee reviewed several items related to the FY2013 budget. Staff updated the Finance Committee on the health insurance plans offered under "The Local Choice" and indicated that the FY2013 Budget includes funding of one plan, the "250 Plan". Previously the Town has offered two health insurance Plans, the "Expanded" and the "250" plans for our employees to choose from. The rates for health insurance for FY2013 rose by 7.5% over the FY2012 rates and accordingly staff looked at alternatives. The cost of providing the same

health insurance plans in FY2013 that were offered in FY2012 would have increased the Town's portion of the cost by \$20,304. Staff recommends that the Town offer one plan; the "250" plan which will only increase the Town's FY2013 contribution by \$1,358.40 over the FY2012 contribution when compared to the same employee pool. There are two new positions included in the FY2013 budget and those will be in addition to the numbers listed above. Staff will begin review of other health care options in late summer for the Finance Committee's consideration for the FY2014 Budget process.

**POSSIBLE MOTION/ACTION:** *"I move that the Altavista Town Council offer the "250" Local Choice health insurance plan for FY2013."*

In addition staff provided the Finance Committee with a five year comparison of Town salary/benefit costs. (No Action Required)

Also, a memorandum is attached addressing several questions that were raised during the department/committee budget meetings in regard to VRS and Life Insurance participation. (No Action Required)

#### IV: Fire Department Loan

The Finance Committee has been exploring the option of making a contribution to the Altavista Fire Company (AFC) that would assist them in paying off their existing loan. This contribution would then be paid back to the Town via AFC foregoing their annual Town contribution (\$65,000) for a period of 8.5 years. This would assist AFC and provide a return on the Town's money of approximately 1.15%. Staff would recommend that if the Council provides the contribution of approximately \$505,835 to the AFC, that the annual Town contribution to the fire company of \$65,000 be budgeted annual as "Transfer Out to Reserves (Fire Dept. contribution)" for the first eight years and \$32,500 in the ninth year. The remaining \$32,500 would be budgeted as a Fire Department contribution and the entire amount \$65,000 be considered in the following year's budget. This will allow the Town's Reserves to be replenished the money utilized for the Fire Department's lump contribution.

**POSSIBLE MOTION/ACTION:** *"I move that the Altavista Town Council contribute \$505,835 to the Altavista Fire Company and budget accordingly as outlined with the annual \$65,000 contribution to the Altavista Fire Company, which will not be paid to AFC for a period of 8.5 years."*

#### V: Loan Payoff

The Finance Committee discussed the possibility/feasibility of paying off the remaining bond debt (BB&T) in the amount of \$1,218,474. This decision would need to be made prior to May 2012 when the next payment is due; the total cost of payoff is estimated at \$1,230,658.74, which includes the 1% prepayment penalty. This loan's interest rate is 5.06%, the previous paid off loans had interest rates of 3.05% and 3.79%. The maturity date of this loan is May 1, 2029.

**POSSIBLE MOTION/ACTION:** Per discussion.

## INFORMATION ITEMS ONLY

**Investment Update:** Staff provided the Committee with a new tool in “tracking” the Town’s Reserves that are being invested. In addition, staff discussed with the Committee that only three banks, to this point, are providing rates substantially above the LGIP investments. The adopted Town Policy in regard to our Investments states that “No more than 25% of the Town’s Invested Funds” should be held by a single Banking Institution”. The current breakdown of our investments per banking institution is attached.

**POSSIBLE MOTION/ACTION:** Per Discussion.

Members Present: Coleman, Mattox and Dalton

# TOWN OF ALTAVISTA

## BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2012:

Section 1. To amend the General Fund & Enterprise Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Enterprise Fund		
Debt Service / Principal - Carter Bank & Trust; \$1.8 mil		
050-5001-701.90-02	\$ 709,600.00	
050-5101-702.90-02	\$ 359,200.00	
010-4101-601.90-02	\$ 214,100.00	
Enterprise Fund		
Transfer In / From Reserves		
050-0000-361.01-00		\$ 1,068,800.00
General Fund		
Transfer In / From Reserves		
010-0000-361.01-00		\$ 214,100.00

### Summary

To appropriate \$1,282,900 to pay off the balance of Carter Bank & Trust Bond as requested by Council at the January 10, 2012 Meeting. \$106,500 between the General Fund & Enterprise Fund was included in FY 2012 budget towards payment of the debt; \$52,900 of this amount was used towards monthly payments leaving \$53,600 in the budget to be used towards the payoff of the GO Bond in addition to the new appropriation listed above for a total payoff amount of \$1,339,057.71. \*Note: the difference is interest.

### Budget Impact

This will result in a net increase to the budget of \$1,282,900.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 13th day of March, 2012



# TOWN OF ALTAVISTA

## BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2012:

Section 1. To amend the Enterprise Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Enterprise Fund		
Debt Service / Principal - Suntrust		
050-9104-702.90-02	\$ 383,500.00	
 Enterprise Fund		
Transfer In / From Reserves		
050-0000-361.01-00		\$ 383,500.00

### Summary

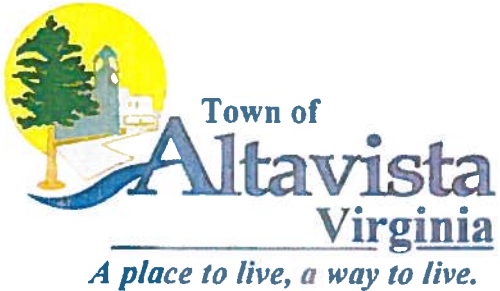
To appropriate \$383,500.00 to pay off the balance of Suntrust Bond as requested by Council at the January 10, 2012 Meeting. \$445,600 was included in FY 2012 budget towards payment of the debt; \$258,300 of this amount was used towards monthly payments leaving \$187,300 in the budget to be used towards the payoff of the Suntrust Bond in addition to the new appropriation for a total payoff amount of \$571,781.51. \*Note: The difference is interest.

### Budget Impact

This will result in a net increase to the budget of \$383,500.00.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 13th day of March, 2012



P.O. Box 420  
510 Seventh Street  
Altavista, VA 24517  
Phone (434) 369-5001  
Fax (434) 369-4369

DATE: March 6, 2012  
MEMO TO: Finance Committee  
FROM: Tobie Shelton  
RE: Line of Duty Act (LODA) Benefit

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The Line of Duty Act (LODA) Benefit is a statewide program that provides hazardous duty benefits to state employees, local government employees and volunteers in hazardous duty positions; recent changes to the program only effect the funding for the benefit. The benefit was previously funded through the state. Recent changes have passed the funding down to localities.

The LODA benefit is a statutory benefit localities must provide to their eligible public safety personnel. This would include our paid Police Department personnel as well as our Auxiliary Officer. LODA provides benefits to first responders who die or become disabled in the line of duty. For employees who die in the line of duty the benefits include a cash benefit and health insurance for the surviving family. Disabled employees also are eligible for a cash benefit and for the family health insurance. The health insurance benefit, which was added in 2000, is the expensive component of the program.

Local governments were financially responsible for the LODA obligations effective July 1, 2011 however; a final decision to participate in the state fund or VML's program is not effective until July 1, 2012.

Local governments have the option of staying with VRS' Line of Duty Program or pulling out and paying for the benefits on a self insured basis or through a program offered by VML Insurance Programs.

I discussed with VML and VRS, who provided the following information:

- Localities participating in the state fund are required to continue their participation indefinitely.
- The VRS rates are based on a blended, single group cost basis for state and local employees. As a result, localities participating in the fund that have not had claims, or have had lower-cost claims are subsidizing those employers that have had more expensive claims. I contacted Connie Jones, Line of Duty Coordinator regarding active and/or inactive claims for the Town. According to Ms. Jones, she did not know of any claims that have been filed under the Line of Duty Act for the Town. This information is important not only relating to cost, but also relating to the handling of existing claims should we go through VML. VML will not handle existing claims.

- Localities will be charged on a pay as you go approach or a prefunded approach:

Pay as you go funding means the premium is collected for a given year (2012-2013). The premium you pay does not take into account the full liability of claims, therefore premium amounts will fluctuate from year to year. Pay as you go funding may be less costly in the beginning but overtime may be very expensive.

Prefunding is collecting enough premiums for all payments over many years for claims occurring during a particular fiscal year.

According to Harry McMillen, VML Member Services, VML is taking the prefunded approach and is set up to cover up to six years.

- At this point, the rates for FY 2013 are:  
VML - \$250.00 per eligible employee and \$25.00 per Auxiliary Officer.  
State - \$474.14 per eligible employee for FY 2013 and \$521.97 for FY 2014. (The current rate for FY 2012 is \$233.89), and approximately 25% of the rate per Auxiliary Officer.

Staff recommends Council consider opting out of VRS' Line of Duty Program, to participate in VML's program. Staff agrees the state fund rates will spike further in future years due to localities with few losses opting out.

## RESOLUTION

### Irrevocable Election Not to Participate in Line of Duty Act Fund

WHEREAS, pursuant to Item 258 of the Appropriations Act, paragraph B, the Virginia General Assembly has established the Line of Duty Act Fund (the "Fund") for the payment of benefits prescribed by and administered under the Line of Duty Act (Va. Code § 9.1-400 et seq.); and

WHEREAS, for purposes of administration of the Fund, a political subdivision with covered employees (including volunteers pursuant to paragraph B2 of Item 258 of the Appropriations Act) may make an irrevocable election on or before July 1, 2012, to be deemed a non-participating employer fully responsible for self-funding all benefits relating to its past and present covered employees under the Line of Duty Act from its own funds; and

WHEREAS, it is the intent of \_\_\_\_\_ to make this irrevocable election to be a non-participating employer with respect to the Fund;

NOW, THEREFORE, IT IS HEREBY RESOLVED that \_\_\_\_\_ hereby elects to be deemed a non-participating employer fully responsible for self-funding all benefits relating to its past and present covered employees under the Line of Duty Act from its own funds; and it is further

RESOLVED that the following entities,

[List of covered entities, including volunteer entities, regional jails, etc., whatever is applicable, whether inside or outside the locality, or attach a list of entities]

to the best of the knowledge of \_\_\_\_\_, constitute the population of its past and present covered employees under the Line of Duty Act; and it is further

RESOLVED that, as a non-participating employer, \_\_\_\_\_ agrees that it will be responsible for, and reimburse the State Comptroller for, all Line of Duty Act benefit payments (relating to existing, pending or prospective claims) approved and made by the State Comptroller on behalf of \_\_\_\_\_ on or after July 1, 2010; and it is further

RESOLVED that, as a non-participating employer, \_\_\_\_\_ agrees that it will reimburse the State Comptroller an amount representing reasonable costs incurred and associated, directly and indirectly, with the administration, management and investment of the Fund; and it is further

RESOLVED that \_\_\_\_\_ shall reimburse the State Comptroller on no more than a monthly basis from documentation provided to it from the State Comptroller.

Adopted in \_\_\_\_\_, Virginia this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Authorized Signature- Title

# HEALTH INSURANCE COST COMPARISONS FY 2012 TO FY 2013

CURRENT FY 2012		FY 2013 Premiums		AFFECT TO TOWN	
Total Prem		Town	Employee	Total Prem	Town Cost Projected
<b>Key Advantage Expanded with 250</b>					
\$ 470.00	Single	\$ 376.00	\$ 94.00	22 \$ 505.00	\$ 404.00 \$ 101.00 \$ 106,656.00
\$ 870.00	Dual	\$ 536.00	\$ 334.00	13 \$ 934.00	\$ 575.60 \$ 358.40 \$ 89,793.60
\$ 1,269.00	Family	\$ 695.60	\$ 573.40	7 \$ 1,364.00	\$ 747.60 \$ 616.40 \$ 62,798.40
<b>Key Advantage 250 with Expanded</b>					
\$ 437.00	Single	\$ 362.80	\$ 74.20	4 \$ 470.00	\$ 390.00 \$ 80.00 \$ 18,720.00
\$ 808.00	Dual	\$ 511.20	\$ 296.80	1 \$ 870.00	\$ 550.00 \$ 320.00 \$ 6,600.00
\$ 1,180.00	Family	\$ 660.00	\$ 520.00	1 \$ 1,269.00	\$ 709.60 \$ 559.40 \$ 8,515.20
<b>TOTAL ANNUAL COST TO TOWN</b>				<b>\$ 272,779.20</b>	

FY 2013 Premiums				AFFECT TO TOWN	
Current Town Cost of Exp and 250		Total Prem	Town	Employee	Town Cost Projected
22 \$	99,264.00	22 \$	505.00	\$ 404.00	\$ 101.00 \$ 106,656.00
13 \$	83,616.00	13 \$	934.00	\$ 575.60	\$ 358.40 \$ 89,793.60
7 \$	58,430.40	7 \$	1,364.00	\$ 747.60	\$ 616.40 \$ 62,798.40
<hr/>					
4 \$	17,414.40	4 \$	470.00	\$ 390.00	\$ 80.00 \$ 18,720.00
1 \$	6,134.40	1 \$	870.00	\$ 550.00	\$ 320.00 \$ 6,600.00
1 \$	7,920.00	1 \$	1,269.00	\$ 709.60	\$ 559.40 \$ 8,515.20
\$	272,779.20				\$ 293,083.20
<hr/>					
Key Advantage 250 as single plan type					
26 \$	470.00	\$ 376.00	\$ 94.00	\$ 117,312.00	\$ 1,358.40
14 \$	870.00	\$ 536.00	\$ 334.00	\$ 90,048.00	
8 \$	1,269.00	\$ 695.60	\$ 573.40	\$ 66,777.60	
					\$ 274,137.60
<hr/>					
Key Advantage 500 as single plan type					
26 \$	434.00	\$ 347.20	\$ 86.80	\$ 108,326.40	
14 \$	803.00	\$ 494.80	\$ 308.20	\$ 83,126.40	
8 \$	1,172.00	\$ 642.40	\$ 529.60	\$ 61,670.40	
					\$ 253,123.20
<hr/>					
Key Advantage 1000 as single plan type					
26 \$	409.00	\$ 327.20	\$ 81.80	\$ 102,086.40	
14 \$	757.00	\$ 466.40	\$ 290.60	\$ 78,355.20	
8 \$	1,104.00	\$ 605.20	\$ 498.80	\$ 58,099.20	
					\$ 238,540.80
<hr/>					
					\$ (19,656.00)
					\$ (34,238.40)
					\$ 20,304.00

costs do not include Economic Dev. position in PW

The proposed budget includes EDD with Family \$8,347.20 for the year. This is NOT included in the above costs.

costs do not include the positions of Economic Dev. Dir or the proposed position in PW

The proposed budget includes the EDD with Family coverage totaling \$8,347.20 for the year. This amount is NOT included in the figures below.

Proposed FY 2013 budget is based on the Key Advantage 250 plan ONLY

A

**ACTUALS**

	REQUESTED 2013	PROJECTED 2012	2011	2010	2009	2008	2007
	1% COLA; 1% RANGE VRS 16.04% GROUP LIFE 1.32%	0% COLA; 0% RANGE VRS 10.75% GROUP LIFE .28%	2% COLA; 2% RANGE VRS 10.75% GROUP LIFE .28%	2% COLA; 3% RANGE VRS 8.16% GROUP LIFE .79%	3% COLA; 0 RANGE VRS 7.72% GROUP LIFE .82%	3% COLA; 0 RANGE VRS 12.16% GROUP LIFE 1%	2.5% COLA; 2.5% RANGE VRS 12.16% GROUP LIFE 1.13%
	S \$376	S \$376 / \$362.80	S \$376 / \$362.80	S \$355.20 / \$340.80	S \$335.20 / \$323.20	S \$362.40 / \$348	S \$352.80 / \$332.80
	D \$536	D \$536 / \$511.20	D \$536 / \$511.20	D \$506 / \$485.60	D \$477.60 / \$460.40	D \$516.40 / \$496	D \$502.80 / \$474.40
	F \$695.60	F \$695.60 / 660	F \$695.60 / 660	F \$657.20 / \$630.40	F \$620.00 / \$598	F \$670.40 / \$644	F \$652.80 / \$615.60
DEPARTMENT							
Administration Total	424,900.00	379,340.00	412,610.00	409,120.00	396,415.00	459,022.00	450,502.00
Public Safety Total	818,380.00	762,500.00	745,330.00	636,810.00	646,563.00	627,127.00	601,999.00
Public Works Total	663,500.00	535,820.00	562,700.00	515,583.00	503,248.00	790,785.00	810,233.00
Transportation Total	56,500.00	57,204.00	34,680.00	0.00	0.00	0.00	0.00
Economic Dev Total	84,500.00	0.00	0.00	0.00	0.00	0.00	0.00
Water Total	519,500.00	459,275.00	433,190.00	428,281.00	404,309.00	263,183.00	323,129.00
Wastewater Total	631,700.00	570,835.00	599,300.00	583,300.00	562,684.00	495,037.00	470,050.00
TOTAL	3,198,980.00	2,764,974.00	2,787,810.00	2,573,094.00	2,513,219.00	2,635,154.00	2,655,913.00

First year for Economic  
Dev Dir. Does include  
new position @ PW.  
Only one health  
insurance plan offered /  
250.

**First year for Transit System.**

First FY we separated Water and Sewer Admin, Distribution & Treatment	First FY to include DMV OT for Police; First FY with Council's new rate Mayor \$2880 to \$4500 and Council \$1440 to \$2500

IV



P.O. Box 420  
510 Seventh Street  
Altavista, VA 24517  
Phone (434) 369-5001  
Fax (434) 369-4369

DATE: March 6, 2012

MEMO TO: Finance Committee

FROM: Tobie Shelton

RE: Virginia Retirement System (VRS) / Retirement and Group Life Insurance

---

At the February 20<sup>th</sup> Utility Committee meeting regarding the requested budget for the Water Department, committee members had several questions regarding employee benefits relating to the group life insurance that is provided to employees through Virginia Retirement System as well as the Town's membership in the Virginia Retirement System (VRS).

The Town provides full-time employees group life insurance through VRS, which gives employees basic life insurance and accidental death and dismemberment insurance. Part-time employees are not eligible for life insurance coverage. This benefit is a term life insurance policy. For natural death, the amount of basic group life insurance is equal to an employee's annual salary rounded to the next highest thousand and then doubled. If death is accidental, the amount is doubled again. When an employee retires from the Town, their group life insurance continues at no cost, providing the employee is at least 50 years of age and has at least 10 years of service. After retirement, the amount of insurance reduces by 25% annually starting January 1<sup>st</sup> following the first full year of retirement and each January 1<sup>st</sup> thereafter until coverage reaches half the employee's salary. The FY 2012 rate for group life insurance is .28%. This rate is increasing for our FY 2013 budget to 1.32%.

The question was raised at the February 20<sup>th</sup> meeting if the Town could look elsewhere for life insurance? Which lead to another question, is the Town required to be in VRS? I contacted Rohn Brown, our Employer Representative with VRS regarding these questions.

According to Mr. Brown, the long standing VRS policy is that the election is irrevocable because the Code of Virginia does not provide a mechanism by which an employer can revoke their participation once elected. Because the Code provides no mechanism to un-elect participation in the VRS Retirement Program, Group Life Insurance and other VRS programs, their legal counsel advises that membership is irrevocable. Once a political subdivision becomes a member of the Virginia Retirement System, they cannot opt out. I have attached a copy of the email I received from Mr. Rohn Brown.

A question was also raised pertaining to the amount the town pays towards retirement for employees. Contribution rates for retirement and group life insurance is set by the Virginia Retirement System Board of Trustees. The contribution rates are made up of employer rate and employee rate (member contribution) and employees are grouped among two plans; plan 1 (any employee hired prior to July 1, 2010) and plan 2 (any employee hired after July 1, 2010). Effective July 1, 2010, the Town elected to pay

the 5% member contribution for plan 2 members as well. As of now, the Town cannot change how we pay our plan 1 members. The Town can require plan 2 employees to pay the 5% member contribution, by election of Council. This must be done prior to the new fiscal year to be in effect on July 1<sup>st</sup>.

However, there is a bill that has passed the Senate and is now at the House that would require all employees (Plan 1 and Plan 2 members) to pay the 5% member contribution, but would also require the employer to give a 5% salary increase.

Please advise if you have further questions.



**FIRE DEPARTMENT LOAN**

Payment Date: May 2<sup>nd</sup> – June 1<sup>st</sup>

Beginning Principal Balance: \$505,833.85

---

Town Potential Interest Earned on \$505,833.85 @1.15%  
\$49,300 (Estimated)

$\$505,833.85 \text{ Principal} + \$49,300 \text{ (Interest @1.15\%)} = \$555,133.85$

$\$555,133.85 / \$65,000 \text{ (annual contribution)} = 8.54 \text{ years}$

---

Fire Department would forego the \$65,000 for eight years and \$35,133.85 in the ninth year of their annual contribution.

Town would budget the \$65,000 for eight years and \$35,133.85 in the ninth year as a Transfer Out to Reserves to pay back the lump sum contribution plus interest.

Town of Altavista  
Reserve Fund Balances  
FY 2013 - DRAFT

Town of Altavista Grand Total of all Funds (Balance as of February 29, 2012)		Town of Altavista Reserve Fund Balances FY 2013 - DRAFT	
		Non-Specific	Reserve Policy Funds
Green Hill Cemetery	433,532.43		
Staunton River Memorial Library	0.00		
General Fund Reserves			
Capital Improvement Program Reserves	2,837,114.83	2,837,114.83	4,718,370.00
Altavista EDA Funding	250,000.00	-198,000.00	
VDOT TEA 21 Enhancement Match	309,000.00		
General Fund Reserves - Total	3,396,114.83	2,639,114.83	
Enterprise Fund Reserves			
Capital Improvement Program Reserves	1,106,999.26	1,106,999.26	1,288,725.00
PCB Remediation	626,288.83		
Enterprise Fund Reserves - Total	1,733,288.09		
Community Improvement Reserve	141,380.33		
Police Federal	6,853.64		
Police State	5,673.14		
Train Station	4,778.29		
Total Funds Designated	5,721,820.75		
Total Funds Undesignated	2,875,810.21	2,875,810.21	
Public Funds Money Market Account	2,300,521.37	2,300,521.37	
Operating Checking Account (Reconciled Balance)	782,954.27		
TOTALS	2,560,460.93	8,922,445.67	5,987,095.00
NOTES:	Earmarked General Fund CIP Reserve Back hoe - FY 2013 54,000.00 * Trash Truck - FY 2015 144,000.00 * DESIGNATED FUNDS / UNTOUCHABLE 2,758,460.93		
Reserve Policy Funds		-5,987,095.00	
		2,935,350.67	
UNDESIGNATED FUNDS			
FY 2012 Transfer Out to General Fund (CIF) - Parks	-141,380.33	-1,176,150.00	
FY 2012 Estimated Needs	-304,000.00		
FY 2013 Projected Transfer In	-198,000.00		
General CIP Items	-782,954.27		
Checking Account			
FY 2013 Budget Need		-539,530.00	
Loan Payoff ( BB&T)		-1,230,658.74	
Earmarked General Fund Reserve			
Balance of Undesignated Funds	1,392,126.33	-10,988.07	
		-303,292.21	
			FY 2012 Rev Expected to be transf back to Oper Chking Acct.
			Checking 6/30/2011 Balance 1,987,229.16
			PF MM 2/29/2012 Balance 2,300,521.37
			-303,292.21
			If we pay off debt, this figure will decr by \$104,725, annual debt avc
			If we do not pay off debt, this figure will be removed

NOTE:	-209,555.28	Available / Unavailable Revenue If we pay off debt
	916,378.46	Available / Unavailable Revenue If we do not pay off debt

Distribution of Funds

Town of Altavista				
Distribution of Funds				
As of February 29, 2012				
<b>LGIP</b>				
General	0.00		0.00	
Self Insurance	0.00		0.00	
Cemetery	414,486.84		414,486.84	
Community Improvement	141,380.33		141,380.33	
Water	525,281.30		525,281.30	
Sewer	712,239.10		712,239.10	
	<u>1,793,387.57</u>	15%	<u>1,793,387.57</u>	16%
<b>Bank of the James</b>				
#9600643	614,471.76		614,471.76	
#9600650	1,027,693.34		1,027,693.34	
	<u>1,642,165.10</u>	14%	<u>1,642,165.10</u>	15%
<b>Carter Bank &amp; Trust</b>				
CD#	<u>2,500,000.00</u>	21%	<u>2,500,000.00</u>	23%
<b>StellarOne</b>				
Money Market	<u>973,133.88</u>	8%	<u>973,133.88</u>	9%
<b>First National Bank</b>				
Operating Checking	782,954.27			
Public Funds MM	2,300,521.37		2,300,521.37	
Gen Fund 33256	99,750.51		99,750.51	
Gen Fund 33257	99,750.51		99,750.51	
Gen Fund 33258	99,750.51		99,750.51	
Gen Fund 33259	82,147.53		82,147.53	
Gen Fund 27575	83,524.28		83,524.28	
Gen Fund 27579	83,524.28		83,524.28	
Gen Fund 32489	59,026.97		59,026.97	
Gen Fund 32490	59,026.97		59,026.97	
Gen Fund 34543	98,024.90		98,024.90	
Gen Fund 34544	98,024.90		98,024.90	
Gen Fund 34545	98,024.90		98,024.90	
Gen Fund 34546	98,024.90		98,024.90	
Gen Fund 34547	98,024.90		98,024.90	
Cem Fund 25286	19,045.59		19,045.59	
Ent Fund 32063	43,767.24		43,767.24	
Ent Fund 33519	94,280.88		94,280.88	
Ent Fund 33520	73,329.57		73,329.57	
Ent Fund 33521	94,280.88		94,280.88	
Ent Fund 30297	95,054.56		95,054.56	
Ent Fund 30298	95,054.56		95,054.56	
Train Station	4,778.29		4,778.29	
Police State	5,673.14			
Police Federal	6,853.64			
	<u>4,772,220.05</u>	41%	<u>3,976,739.00</u>	37%
<b>GRAND TOTAL</b>	<u>11,680,906.60</u>	100%	<u>10,885,425.55</u>	100%
Investment Policy: No more than 25% of the Town's Invested Funds should be held by a single Banking Institution.				
<b>25% of Grand Total</b>			<b>2,721,356.39</b>	

## Town Council Agenda Form

### Agenda Placement: **New Business**

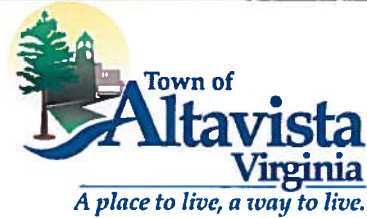
(Public Hearings, Special Presentations, Requests & Communications, Consent, Unfinished, New Business, Closed Session)

### Other Action to be Taken: **N/A**

(N/A; For Information Only; Forward to Planning Commission; Refer to Staff; or Defer Action)

### Subject Title: **AOT Cruise In Event Request**

Presenter(s): Herb Miller, AOT      Meeting Date: March 13, 2012



**Packet: Tab 8**

**RE: Agenda Item: 10a**

### SUBJECT HIGHLIGHTS:

Altavista On Track is planning its Main Street Cruise Events for 2012 and is seeking to move the event back downtown. As you know, the event began several years ago downtown on Main Street, but moved further up Main Street last year due to the Downtown Infrastructure/Streetscape project.

**Attachments:** AOT memo (Below)

### Staff recommendation, if applicable:

Staff Recommendation: Approval

### Action(s) requested or suggested motion(s):

*Motion: "I move that AOT Main Street Cruise In event be approved and request that VDOT approve the street closure as presented."*

---

# Altavista On Track

A VIRGINIA MAIN STREET COMMUNITY

DATE: February 21, 2012

TO: Waverly Coggsdale, Town Manager

FROM: Herb Miller, Executive Director



SUBJECT: Continuation of Main Street Cruise In Events

Altavista on Track wishes to continue its sponsorship of our Main Street Cruise In program. We had a successful series last year, resulting in one to two hundred cars per event, and a downtown full of car owners and spectators. Businesses profited from the events because of the additional foot traffic, and citizens enjoyed the gatherings.

We would like to move the event back into the downtown area now that construction is complete. We are requesting the use of Main Street, between Bedford Avenue and Pittsylvania Street and Broad Street between 7<sup>th</sup> Street and Main Street. The events will be held on the first Saturday of each month, from April through October (except June when we will sponsor a car show in English Park during Uncle Billy's Day).

The event hours will be from 5:00 PM to 8:30 PM. We are requesting permission to block access to the proposed area, beginning at 3:45 PM, to allow for street clearing, and the parking of the classic cars. Road barricades at Pittsylvania, Bedford and 7<sup>th</sup> Street would be staffed by volunteers during the events. Side streets would be barricaded, but would not require staffing. Barricades would be removed promptly at the end of each event.

I have personally met with each business owner between Pittsylvania and Bedford and 7<sup>th</sup> and Main who would have open business hours during the proposed Cruise In time period. All were agreeable to this location and very encouraging.

Thank you, Waverly. Please let me know if any additional information is needed regarding this request.

## Town Council Agenda Form

### Agenda Placement: **New Business**

(Public Hearings, Special Presentations, Requests & Communications, Consent, Unfinished, New Business, Closed Session)

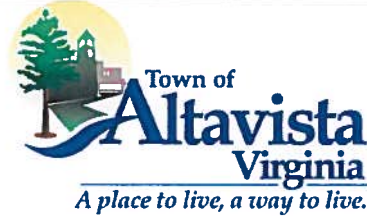
### Other Action to be Taken: **N/A**

(N/A; For Information Only; Forward to Planning Commission; Refer to Staff; or Defer Action)

### Subject Title: **Campbell County All Hazard All Disciplines Plan (Emergency Operations Plan)**

Presenter(s): Town Manager

Meeting Date: March 13, 2012



**Packet: Tab 8**

**RE: Agenda Item: 10b**

### SUBJECT HIGHLIGHTS:

Historically, the Town of Altavista has joined with Campbell County in regard to the development and adoption of an Emergency Operations Plan (EOP). Periodically, Campbell County will update the EOP and seek adoption by all participating entities.

Attached is a resolution regarding the most recent update to the County's EOP. For digital agendas, a hyperlink is attached for the County's EOP (COUNTY EOP). For all others a copy is available at Town Hall.

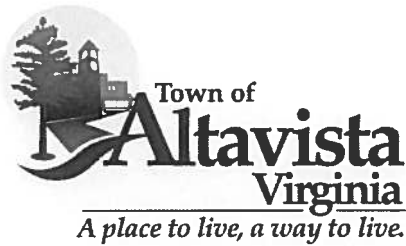
**Attachments:** Campbell County EOP Resolution (Below)  
Campbell County EOP (hyperlink only)

### Staff recommendation, if applicable:

Staff Recommendation: Approval

### Action(s) requested or suggested motion(s):

*Motion: "I move that Resolution adopting the updated Campbell County Emergency Operations Plan be approved."*



P.O. Box 420  
510 Seventh Street  
Altavista, VA 24517  
Phone (434) 369-5001  
Fax (434) 369-4369

## RESOLUTION

### **Adoption of the Campbell County All Hazards All Disciplines Plan (Emergency Operations Plan)**

On a motion it was resolved that Town Council adopts the following resolution:

**WHEREAS**, the Town Council of the Town of Altavista, Virginia recognizes the need to prepare for, respond to, and recover from natural and man-made disasters, and

**WHEREAS**, the Town Council has a responsibility to provide for the safety and well being of its citizens and visitors, and

**WHEREAS**, the Town of Altavista recognizes that the County of Campbell has established and appointed a Director and Coordinator of Emergency Services.

**NOW, THEREFORE, BE IT HEREBY PROCLAIMED** by the Town Council of the Town of Altavista, Virginia that this Emergency Operations Plan as revised December 2011 is officially adopted, and

**IT IS FURTHER PROCLAIMED AND ORDERED** that the Director of Emergency Services, or his designees, are tasked and authorized to maintain and revise as necessary this document over the next five-year period or until such time it be ordered to come before the Altavista Town Council and/or Campbell County Board of Supervisors.

Adoption occurred at the regular meeting of the Town of Altavista Council held on the 13<sup>th</sup> day of March, 2012, at the Altavista Town Hall located at 510 7<sup>th</sup> Street, Altavista, VA.

APPROVED:

\_\_\_\_\_  
Mayor, Town of Altavista

ATTEST:

\_\_\_\_\_  
Clerk, Town of Altavista

## Town Council Agenda Form

### Agenda Placement: **New Business**

(Public Hearings, Special Presentations, Requests & Communications, Consent, Unfinished, New Business, Closed Session)

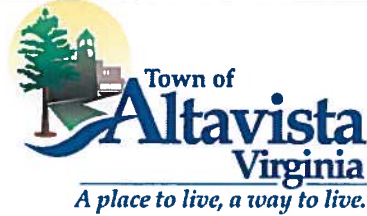
### Other Action to be Taken: **N/A**

(N/A; For Information Only; Forward to Planning Commission; Refer to Staff; or Defer Action)

### Subject Title: **Appointments**

Presenter(s): Town Manager

Meeting Date: March 13, 2012



**Packet: Tab 8**

**RE: Agenda Item: 10c**

### SUBJECT HIGHLIGHTS:

Mr. Andy McCracken's appointment to the Town's Recreation Committee is expiring. Staff is looking for direction on this appointment.

### ACTION PER DISCUSSION





## **PROJECT UPDATE – For Month of February 2012**

### **VDOT Enhancement Project and Downtown Utility Replacement Project**

- The project is complete.
- Staff is reviewing plans and process for Project(s) 5 & 6.

### **Highway Improvement Projects**

- The projects on (9<sup>th</sup> to Main) and the Broad Street (9<sup>th</sup> to Railroad) are underway.

### **Pittsylvania Avenue Intersection Improvements**

- Received agreement from VDOT making this a “locally administered project”
- Wiley Wilson has begun the coordination of the design with the Town’s Infrastructure and Streetscape Project design.
- Continuing to work with Wiley Wilson and VDOT in moving the project toward a bid date (estimated Fall 2012)

### **WWTP Emergency Overflow Pond**

- Council approved Dr. Licht’s Pre-Design work for phytoremediation.
- Staff scheduling meeting with Dr. Licht and Virginia DEQ.
- Staff working with EEE regarding development of RFP for Remediation Alternatives/Options (Originally approved at the December 2010 Council meeting.)

### **Lynch Road Bridge Replacement**

- Project complete and bridge reopened.

### **Water Asset Management Study**

- Report has been delivered and staff is working with the consultant to create a Final Draft.

### **Bedford Avenue Park Improvements**

- Work on the project continues and we are anticipating a completion date in late March/early April.

# Departmental Reports

(Ctrl + Click on hyperlink to open)

[Administration](#)

Business License

[Community Development](#)

[WWTP Report](#)

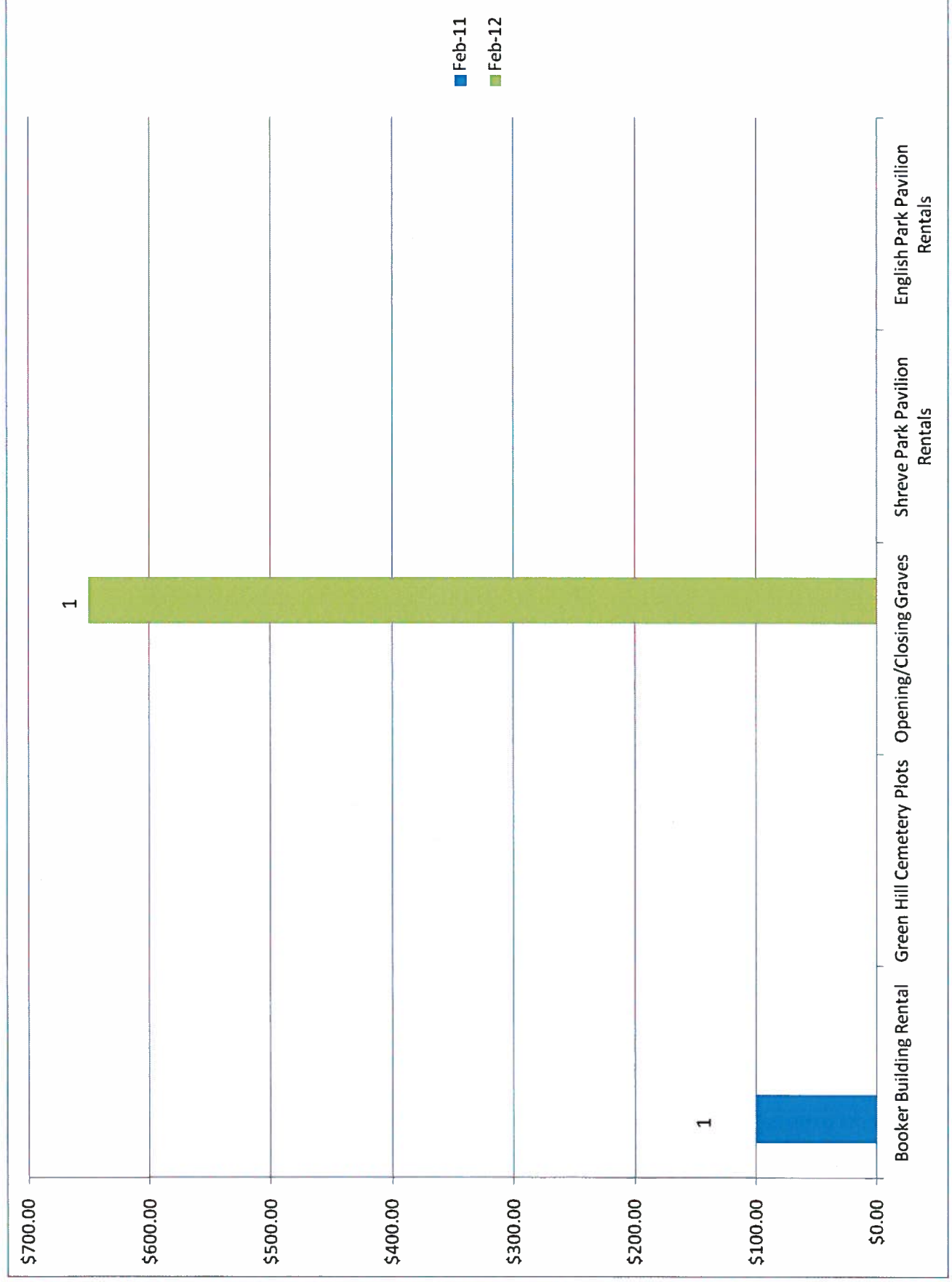
[Water Dept Report](#)

[Police Department](#)

[Public Works Report](#)

[Transit Report](#)

# ADMINISTRATION (FEBRUARY)



## Monthly Report to Council

**Date:** March 13, 2012  
**To:** Town Council  
**From:** Dan Witt, Assistant Town Manager  
**Re:** February 2012 Activity

---

1. **Zoning/Code Related Matters:**

6-Feb	008-12	Nat Perrow, Lynchbrug VA	Adult Day Care 1000 Main St. Suite F
15-Feb	012-12	Alta Shoe Shop 606 7th Street	Auction/Assembly business
29-Feb	013-12	Carmen Perry for AACCHF, Altavsta, VA	SFH at 1002 12th Street

2. **Site Plans Reviewed and/or Approved:**

- Reviewed and approved site plans to vacate Patrick Avenue. Plat to be recorded by John Eller

3. **Planning Commission (PC) Related:**

- Edited minutes from January meeting.
- Provided design guidelines for review for April meeting.

4. **AOT Related**

- Attended February board meeting
- Attended “Eventacular” training offered by AOT at the Train Station

5. **ACTS Relate**

- Completed January billing for operations.
- Validated daily ridership and revenue for bus system- February 2012. A total of 875 riders, \$483.50 in revenue and 3,914 miles traveled.
- Completed online January monthly reporting to DRPT as required
- Attended CTAV board meeting.

6. **Projects and Administrative Related:**

- Updated GIC as needed
- Certified monthly payroll bank statements
- Worked with Town Manager and Treasure on FY2013 draft budget
- Provided information to Town Manager for Leonard Coleman Memorial Park sign

- Continued to work with Lynn Kirby to update of the Town's Web Site. Currently have a 2<sup>nd</sup> sample that staff is working through.
- Attended VDOT planning meeting for Main Street/Pittsylvania Avenue improvements.
- Attended TC meeting
- Attended regional planners' luncheon

# WASTEWATER

## February 2012

### SUMMARY

- Submitted License renewal for all Operators
- Budget meeting for FY2013 with Staff and Utility Committee
- Annual Hoist Inspections conducted
- Repaired Blower valve for #3 and 4 Basins
- PCB committee meeting
- Replaced obsolete flow Chart recorder
- Sampled industrial users for surcharge and permit compliance
- Normal plant operation and maintenance
- 147 wet tons of sludge processed
- Treated 54.67 million gallons of water

## February 2012

**1487      Man Hours Worked**

**49              Sick Leave**

**54.5          Vacation Hours**



## **Water Department Report**

### **February, 2012**

#### **Water Production:**

Water Plant: **43.0** million gallons of raw water treated.

Water Plant: **31.1** million gallons of finished water delivered.

Mcminnis Spring: **7.7** million gallons of finished water treated.

Mcminnis Spring: average 264,000 gallons per day and run time hours 16 a day.

Reynolds Spring: **6.5** million gallons of finished water treated.

Reynolds Spring: average 223,000 gallons per day and run time hours 14 a day.

#### **Water Purchased:**

Campbell County Utility and Service Authority:

#### **Water Sold:**

Town of Hurt

#### **Water Plant Averages for December, 2011:**

Weekday: **15.4** hrs / day of production

**1,743,000** gallons treated / day

Weekends: **6.4** hrs / day of production

**717,000** gallons treated / day

#### **Special Projects:**

- Painting pipe gallery and 1<sup>st</sup>. floor continues.
- Budget completed
- Work on C.I.P. items.

#### **Water Plant**

- Gary David passed his class 4 water license.
- Calibrated liquid alum pump
- Worked on raw water pump for the river pump station.
- Back-flow rpz. checked and calibrated.
- Ethan Fifer quit.



## **MONTHLY POLICE REPORT SYNOPSIS**

### **MONTH OF FEBRUARY, 2012**

**CRIME STATISTICS**       -       February 1, 2012 thru February 29, 2012

#### ***Crimes Against Persons***

For the Month of February, the Town of Altavista Community experienced 3 incidents of Crimes Against Persons compared to 6 incidents or 50% decrease total difference last year during the same time duration.

- 3       Simple Assault

#### ***Property Crimes***

For the Month of February, the Town of Altavista Community experienced 1 incident or a 95.24 % decrease of Property Crimes compared to 21 incidents last year during the same time duration.

- 1       Motor Vehicle Theft

#### ***Quality of Life Crimes***

For the Month of February, the Town of Altavista Community experienced 17 incidents or a 54.55% increase of Quality of Life Crimes compared to 11 incidents during the same time duration.

- 1       Drug/ Narcotic Violation
- 3       Driving Under the Influence
- 2       Drunkenness
- 1       Family Offenses, Nonviolent
- 10      All Other Offenses

**CRIME STATISTICS**       -       January 1, 2012 thru February 29, 2012    Y.T.D.





Year to date, the Town of Altavista experienced 7 incidents or a 22.22 % decrease of Crimes Against Persons compared to 9 incidents last year during the same time duration.

- 2 Aggravated Assaults
- 5 Simple Assaults

Year to date, the Town of Altavista experienced 7 incidents or an 82.93 % decrease of Property Crimes compared to 41 incidents last year during the same time duration.

- 1 Burglary/ B& E
- 3 Shoplifting
- 1 Theft from Coin Operated Machine
- 1 Motor Vehicle Theft
- 1 Destruction/ Vandalisms

Year to date, the Town of Altavista experienced 28 incidents or a 7.69 % of Quality of Life Crimes compared to 26 incidents last year during the same time duration.

- 2 Drug/ Narcotic Violations
- 3 Driving Under the Influence
- 4 Drunkenness
- 1 Family Offenses, Nonviolent
- 18 All Other Offenses

**Major Crimes Statistics** (*Combining Crimes Against Persons & Property Crimes = Major Crimes*)

Month of February 2012, the Town of Altavista experienced 4 incidents or 85.19 % decrease in Major Crimes compared to 27 incidents last year during the same time duration.

Year to date, the Town of Altavista experienced 14 incidents or a 72 % decrease in Major Crimes compared to 50 incidents last year during the same time duration.

**CALLS FOR SERVICE** - February 1, 2012 thru February 29, 2012

The Altavista Police Department was dispatched to 269 Calls for Service or a 5 % decrease compared to 284 C.F.S. last year during the same time duration.



**CALLS FOR SERVICE** - January 1, 2012 thru February 29, 2012- Y. T. D.

The Altavista Police Department was dispatched to 600 Calls for Service or a 2.6 % increase compared to 585 C. F. S. last year during the same time duration.

**CRIMINAL ARRESTS EXECUTED** - February 1, 2012 thru February 29, 2012

The A.P.D. executed 18 criminal arrests or 157 % increase compared to 7 criminal arrests last year during the same time duration.

**CRIMINAL ARRESTS EXECUTED**- January 1, 2012 thru February 29, 2012 Y. T. D.

The A.P.D. executed 41 criminal arrests or 1.3 % decrease compared to 47 criminal arrests last year during the same time duration.

**TRAFFIC CITATIONS ISSUED** - February 1, 2012 thru February 29, 2012

The A.P.D. issued 27 traffic summonses or a 7 % decrease compared to 29 traffic summonses issued last year during the same time duration.

**TRAFFIC CITATIONS ISSUED** - January 1, 2012 thru February 29, 2012 Y. T. D.

The A.P.D. issued 60 traffic summonses or a 1.7 % increase compared to 59 traffic summonses issued last year during the same time duration.

**TRAFFIC WARNING CITATIONS ISSUE – IN FEBRUARY, 2012 A.P.D. COMMENCED TO ISSUE WRITTEN TRAFFIC WARNING CITATIONS IN LIEU OF VERBAL WARNINGS**

The A.P.D. issued 17 traffic warning citations to adults  
The A.P.D. issued 1 traffic warning citation to juveniles

**OFFICER OF THE MONTH – February, 2012**

For the month of February, Officer Freddie Jefferson has been selected as the Officer of the Month. Officer Jefferson Officer Jefferson has concluded a successful month of enforcement with a significant felony DUI charge. Officer Jefferson's consistent patrol methods make him an invaluable asset to the department and the Town of Altavista.



## **PERSONNEL TRAINING**

Ninety-four (94) hours of training were afforded to police personnel during the month of February, 2012. Blocks of instruction pertained to the following training subjects: Canine training, C. E. R. T. training, and Motor Vehicle Crash Investigation training.

## **INVESTIGATIONS CALL OUT**

Detective Haugh was called out on two (2) separate occasions to investigate crimes after normal work hours during the month of February.

## **WHAT'S NEW**

Chief Hamilton attended the Accreditation Manager seminar in Richmond, Virginia.

Chief Hamilton was appointed as a member of the VALEAC (Virginia Law Enforcement Accreditation Commission). The commission oversees the Virginia Board of Accreditation.

Deputy Chief Walsh attended Legal and Liability Management for Tactical, S.W.A.T. and Emergency Response Operations at the Central Virginia Criminal Justice Academy.

Deputy Chief Walsh successfully led a joint investigation of multiple commercial burglaries of Apple Markets with the Hurt Police Department. The investigation culminated with the arrest of one of the suspects for the burglaries. Further charges are pending for the other suspects responsible for these burglaries as well. They will also face charges for felony property damage and grand larceny.

Sergeant Rowland successfully graduated from Accident Reconstruction Level 1 at the Central Virginia Criminal Justice Academy.

The police department will be receiving \$2,300.00 in forfeited funds from the federal government as a result of the police department's canine unit successfully assisting the F. B. I. Task Force in a drug trafficking investigation.



**The police department signed a Memorandum of Understanding with the Campbell County Sheriff's Office to form an Altavista/ Campbell County Narcotics Task Force.**

**The Altavista C. E. R. T. (Community Emergency Response Teams), which is comprised of thirteen (13) citizens in the Altavista area, has successfully completed three (3) of nine (9) sessions.**

**The officers of the Altavista Police Department are to be commended for their outstanding contributions to the department and the community in reducing the incidents of crime which resulted in a 44.74 % reduction in Total Crime for the year to date.**

***Information compiled for this report was taken from the Altavista Police Department's Monthly Report.***



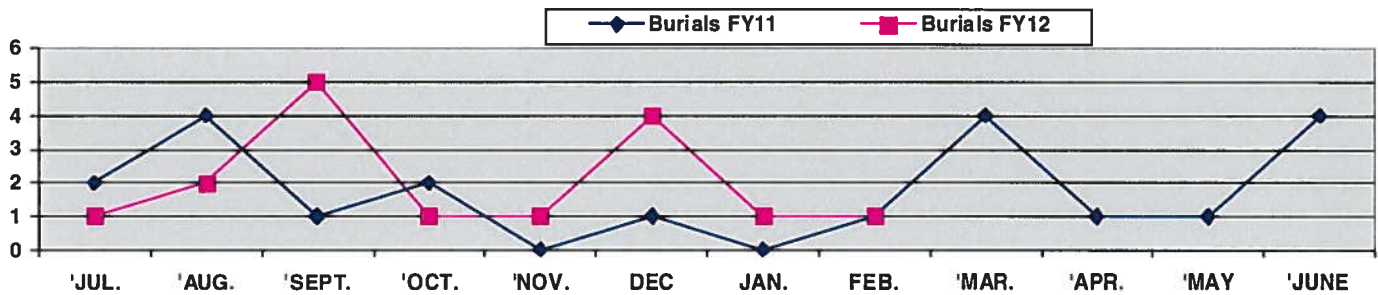
# **PUBLIC WORKS REPORT**

## **MONTH OF FEBRUARY 2012**



## CEMETERY

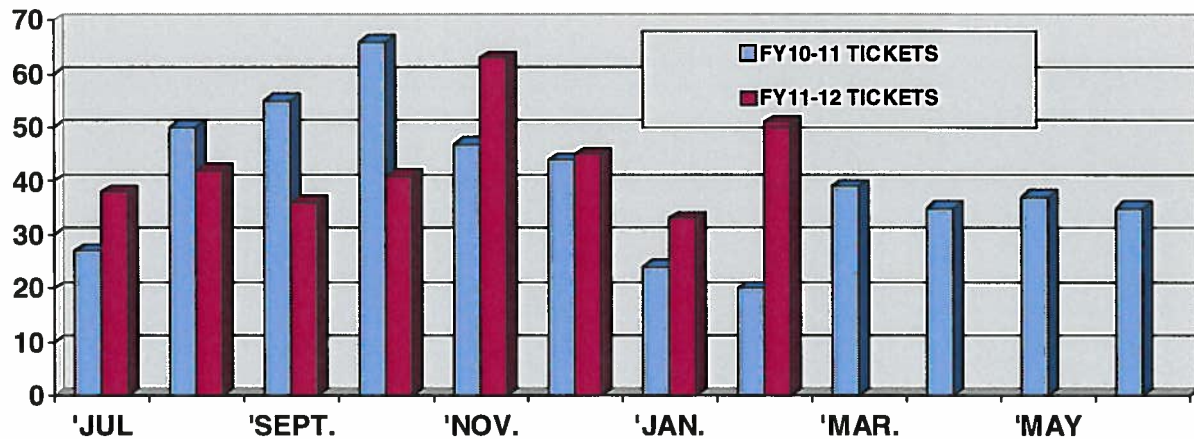
❖ BURIALS: 1



## Buildings & Grounds Maintenance

❖ PARKS: No Park Duty

❖ MISS UTILITY TICKETS (51)



## REFUSE & BRUSH & SPECIAL PICKUPS

- ❖ Total solid waste tonnage for the month 77.51 tons.
- ❖ Total brush stops for the month. (54) Stops

- ❖ Total special pickup tonnage for the month 5.66 tons. (71) Stops
- ❖ Total weekend truck tonnage for the month 0 tons. (0) Trucks

### SEWER & WATER

- ❖ Sewer (Video): Page 10 (1118', 524'/6-Manholes), 1535 Melinda Dr. (800'/4-Manholes), 710 14<sup>th</sup> St. (600'/3-Manholes), 1013 7<sup>th</sup> St. (62'), 714 Main St. (75')
- ❖ Sewer (Root Cutting): Page 10 (520'/2-Manholes), Page 6 (312'/4-Manholes), 714 Main St. (100'), 1013 7<sup>th</sup> St. (54')
- ❖ Sewer (Clean): 1535 Melinda Dr. (1200'/5-Manholes), 710 14<sup>th</sup> St. (676'/2-Manholes), Page 6 (312'/4-Manholes), 1013 7<sup>th</sup> St. (267'/2-Manholes), Page 10 (429'/2-Manholes, 510'/2-Manholes, 537'/2-Manholes)
- ❖ Sewer (Blockage): 714 Main St., 804 13<sup>th</sup> St., 1008 8<sup>th</sup> St.
- ❖ Sewer (Install) Cleanout: 1538 Avondale Dr., 1008 8<sup>th</sup> St., 528 8<sup>th</sup> St.

Total Linear Footage (Video): 3,179' / 13 Manholes

Total Linear Footage (Root Cutting): 986' / 6 Manholes

Total Linear Footage (Clean): 3,931' / 19 Manholes

- ❖ Water (Repair): 621 Main St., 1008 8<sup>th</sup> Street
- ❖ Water (Install) New Service: Avoca Buildings Sprinkler System

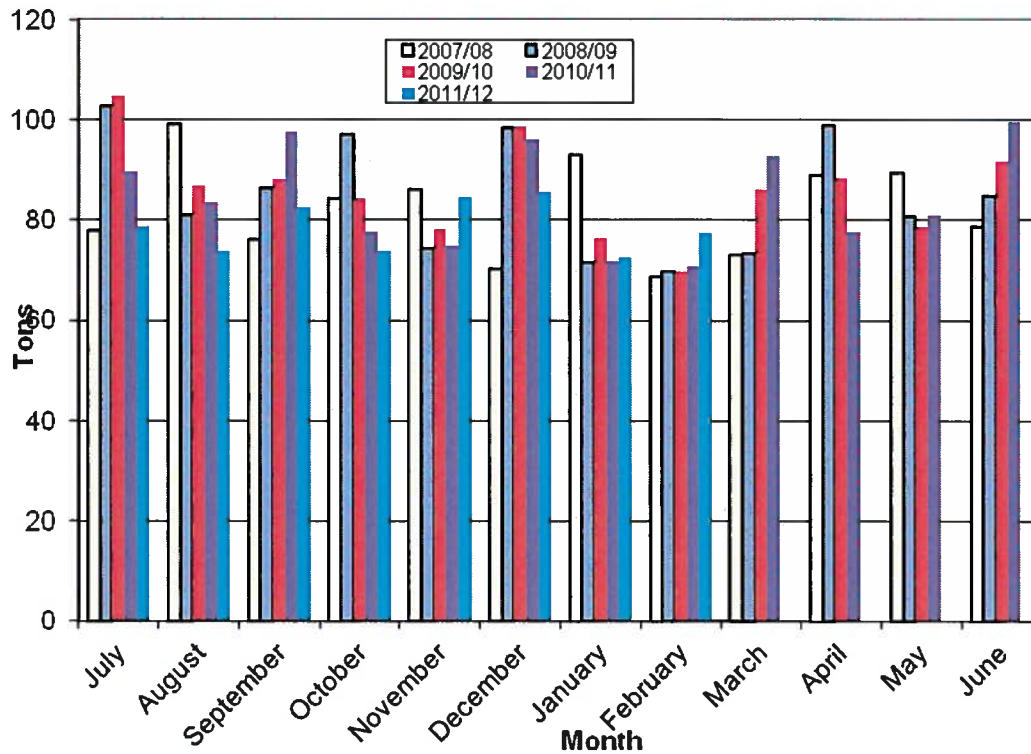
### STREET MAINTENANCE

- ❖ Weekly Street Sweeping: Town of Altavista (47) Miles
- ❖ Stone Tonnage (.67) Tons – Shoulder Stone – Non Hwy Streets
- ❖ Stone Tonnage (99.20 Tons – Shoulder Stone – Hwy Streets
- ❖ Bags of Litter (17)

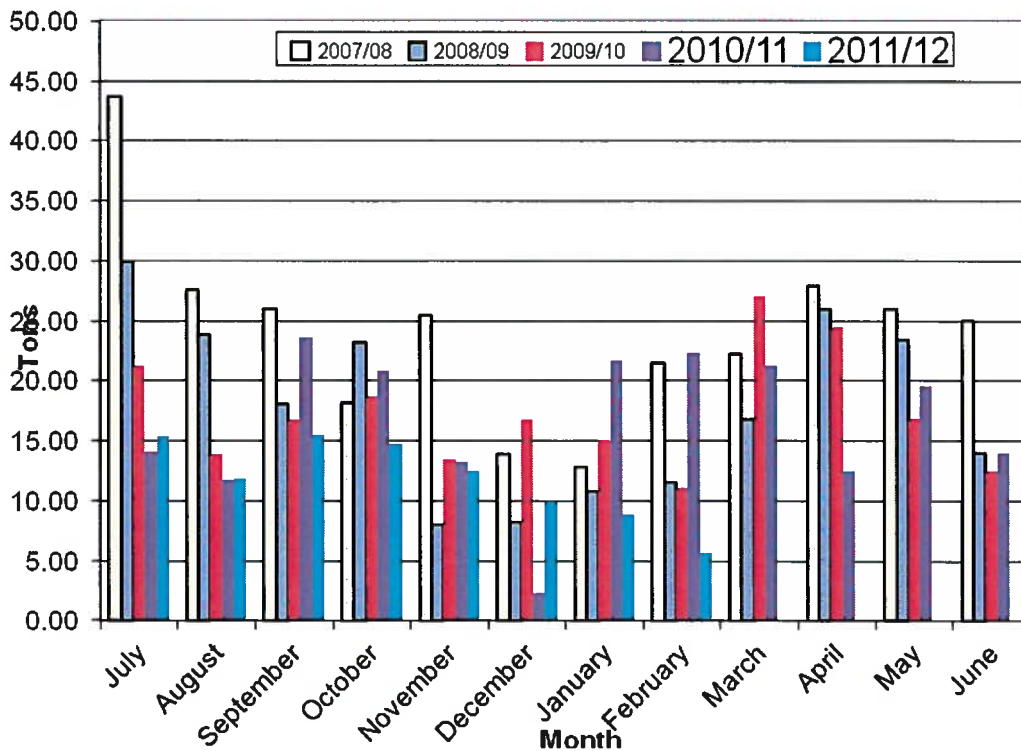
### TRAINING

Leadership Ins.-EAP Jeff Rowland / Lynn David

### Solid Waste Comparison

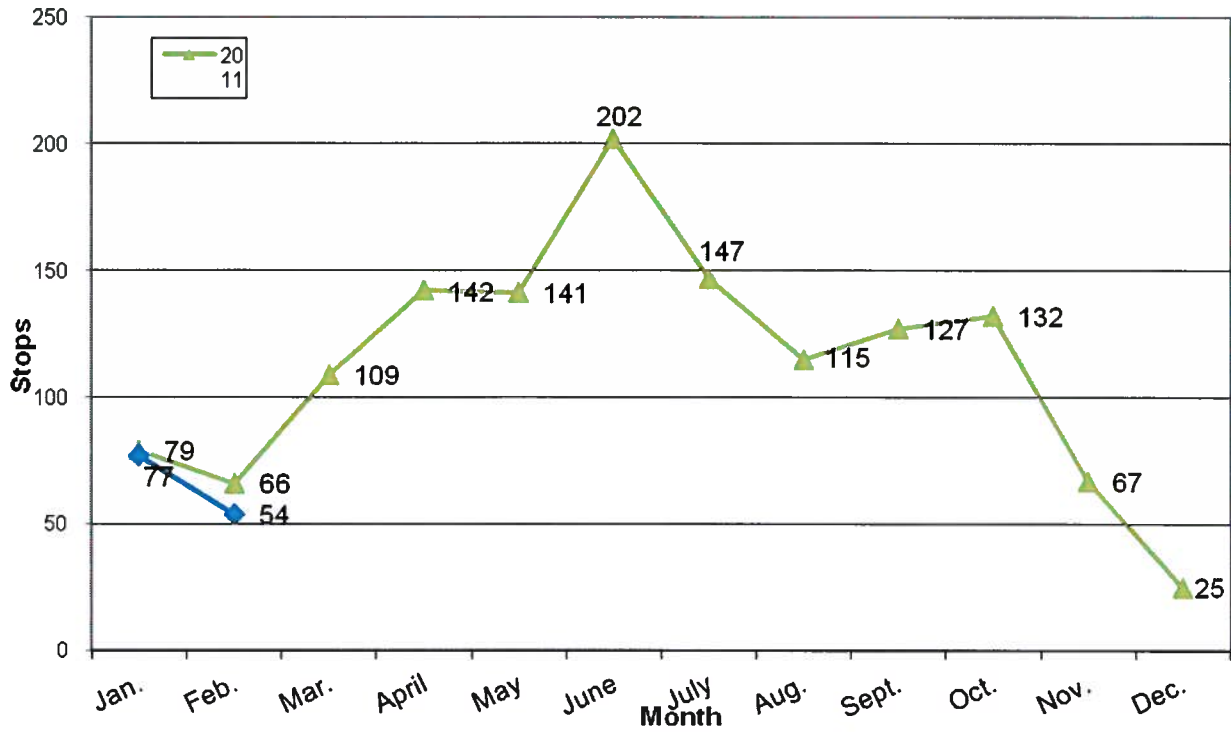


### Special Pick Up Comparisons

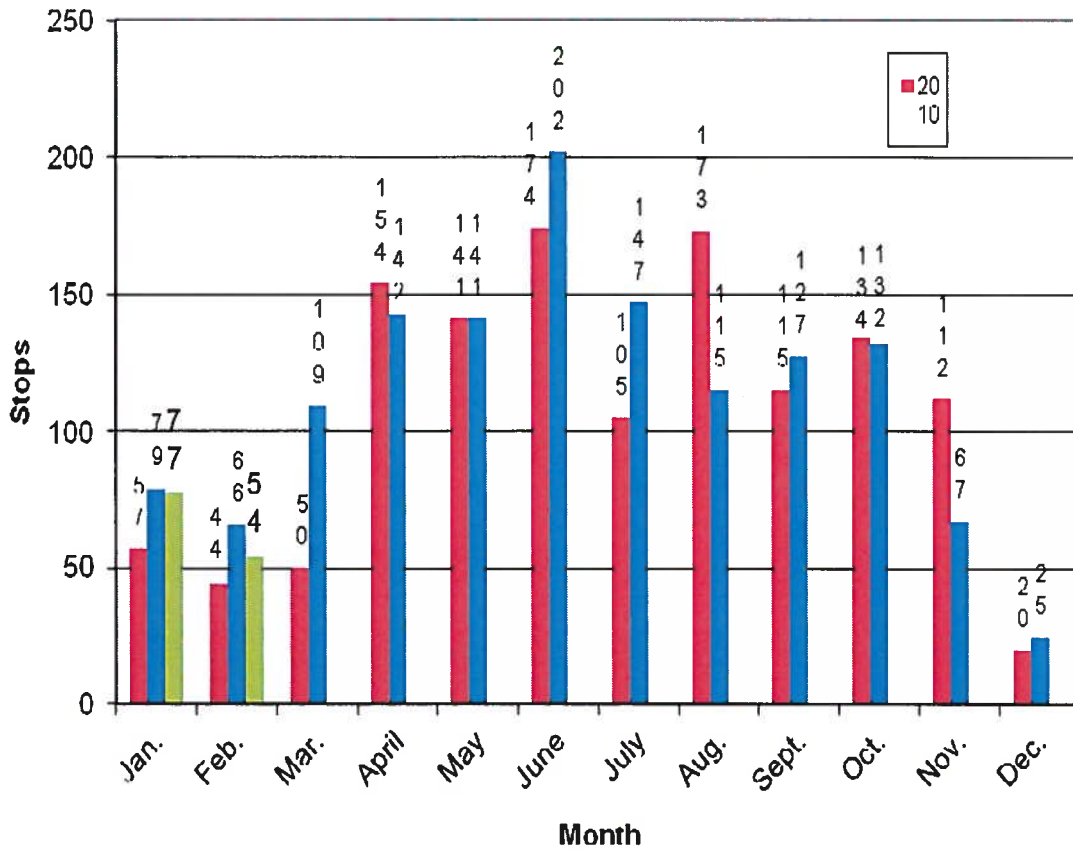




### Town of Altavista - Public Works Brush Pick Ups



### Brush Comparison



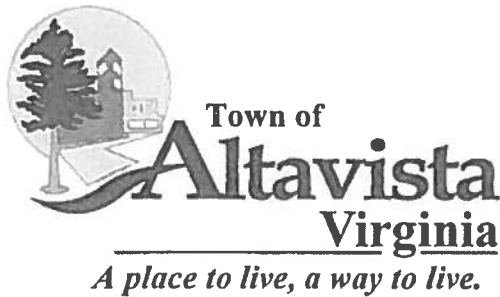
# Transportation Department Monthly Report-FY2013

October 1, 2011 through September 30, 2012

<u>Month</u>	<u>Total # Riders</u>	<u>Average Daily Riders</u>	<u>Monthly Miles</u>	<u>Monthly Revenue</u>
October	805	34	3631	\$ 401.00
November	849	37	3601	\$ 351.00
December	1076	46	3995	\$ 500.00
January	813	35	4,028	\$ 413.00
<b>February</b>	<b>875</b>	<b>38</b>	<b>3,914</b>	<b>\$ 476.00</b>

<b>Total YTD</b>	<b>4,418</b>	<b>38</b>	<b>19,169</b>	<b>\$2,141.00</b>
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<u>Comparison FY2012</u>	<u>Monthly Riders</u>	<u>Percent Change</u>
Jan-11	391	208%
Feb-11	590	67%



P.O. Box 420  
510 Seventh Street  
Altavista, VA 24517  
Phone (434) 369-5001  
Fax (434) 369-4369

March 6, 2012

Rob Cary, P.E.  
District Administrator  
Virginia Department of Transportation  
Lynchburg District  
4219 Campbell Avenue  
Lynchburg, VA 24510

RE: No Through Truck considerations – Pittsylvania County

Dear Mr. Cary:

The Altavista Town Council was recently updated on Pittsylvania County's Board of Supervisors adoption of two resolutions seeking to establish "No Through Truck Routes" in the area around the Dominion Power Station located on Grit Road.


The Altavista Town Council's objection is not to Pittsylvania County's concern about truck traffic on roads that the Board of Supervisors feel are inadequate for said traffic but the selected "reasonable alternative routes". These routes would direct the traffic from Pittsylvania County through the Town of Altavista back to the Dominion Power Station in Pittsylvania County, basically using the Town as a through truck route.

As you are probably aware, Altavista is also home to a Dominion Power Station which will be back in operation at the end of 2013. The start up of the Altavista Power Station will generate truck traffic in our town and the Town has worked with Dominion on this issue. Dominion indicated to us during the approval process that the traffic on Main Street between the Altavista Power Station and the Hurt Power Station would actually decrease due to their efforts to appropriately direct their suppliers to the appropriate location. Based on Pittsylvania County's requests, it appears that the large majority of all traffic coming to the Hurt Power Station would actually come through Altavista.

Accordingly, the Town of Altavista opposes the "reasonable alternative routes" as proposed in Pittsylvania County's request for "No Through Truck Routes" as indicated. The Town is attempting to set up a meeting with Pittsylvania County to discuss these issues.

Once again, we understand Pittsylvania County's concerns but do not feel like the Town of Altavista should be the "solution" to their traffic problem. I would be glad to meet with you or others to discuss this item.

Sincerely,



J. Waverly Coggsdale, III  
Town Manager